

BLUE DYKES PATIENT PARTICIPATION GROUP

Meeting minutes

Date: 12th January 2012

Opening: Verity took the chair.

Present: V. Shelton, K.Slack, D.Needham, P. Greenwood, D.Briggs, J. Strong, P. Parker, B.Flude, R. Butler, H. Johnson, C. Kirk.

1. Apologies:

J. Poet, J. Ainsworth, J. Kirby, J. Wilson

2. Approval of Minutes:

December's minutes should be amended to show that K.Slack had sent her apologies and that a Doctor would attend alternate PPG meetings rather than every one.

3.Matters Arising:

Camera for surgery use. C. Kirk reported she had done some research into equipment that would be compatible with the Practice's existing software. After discussing this with Dr Wayman it was felt that more time needed to be spent looking at the options available.

Health Watch. D Briggs reported that a meeting was due to be held next week and he should be in a position to speak to the group about this at the next meeting.

4. Treasurers Report:

D. Nedham reported a sum of £194.02 cash on hand with further monies from the second flu day still to be paid in.

V. Shelton to check when the affiliation subscription is due. The practice will pay the fee and claim the money back from the treasurer.

5. Future Meeting Dates:

Dates were set as follows.

February 9th 2012,

March 22nd 2012 AGM. at 7pm followed by regular meeting at 7.30pm

April 12th 2012

May 10th 2012

Discussion took place regarding the election of officers of the committee which would take place at the AGM. It was agreed that the position of Chairman and Secretary would probably be best filled by Surgery admin team members. Carol K would agree to be the secretary if proposed and seconded in the normal way.

D.Needham agreed he would continue to act as treasurer if asked to do so.

It was agreed that nominations would need to be put forward for the next meeting.

6. Patient Survey

V.Shelton outlined the situation regarding the forthcoming survey. She explained how we had conducted a pre-survey questionnaire to ask patients which areas of the Practice they felt we should focus our questions on. The result clearly showed appointments to be most important, followed by clinical care and parking.

A sub-group from the PPG was formed with V.Shelton and C.Kirk who put together a survey document with some input from the Practice Admin team. The survey was handed to those members present for completion. It took approx 10 minutes to fill in the survey and V.Shelton asked for volunteers from the group to come into the surgery over the next 2 weeks to help get the required 500 surveys completed.

A rota of volunteers was agreed upon with back up to be provided by the admin team at the surgery.

7. Proposed Building Extension

V. Shelton reported she had met with council members again and it now looked very promising that the proposed extension to the building would go ahead. Plans have been drawn up and planning permission was ready to be sought. The build cost would also be put out to tender.

V.Shelton thanked the PPG members who had lobbied local councillors on our behalf to push forward with the development.

P.Greenwood enquired why the surgery did not wish to go into the new build. V.Shelton explained the difficulties re ownership of the building and the financial aspects of the situation. She went on to give an overview of the proposed facilities that our extension would provide, i.e. more consulting rooms giving more accommodation for a greater range of services for our patients.

It was agreed that if patients were to enquire about the extension during the course of the survey information could be given out concerning this.

8. Pre- Payment of Holiday Immunisations

V. Shelton gave details of an un-named patient who had left the surgery without paying the agreed fee for his travel vaccinations. Despite her best efforts she had been unable to obtain the fee from him.

It was the group's view, that in future, all patients are asked to pay in full for their travel vaccinations at the point of ordering them. Notices would be put in the surgery to this effect.

9. Any Other Business

Maternity leave

V. Shelton advised the group that Dr George is pregnant and will be starting her Maternity leave in June.

Dr Kerry who is also pregnant will be taking maternity leave at the end of February.

Nurse Jeanette has recently had her baby and both mum and baby are doing well.

Queens Diamond Jubilee Holiday

V.Shelton advised the group that the surgery would have a 4 day close over that particular bank holiday weekend.

CCTV

V.Shelton advised that CCTV had been installed in the car park and was recording 24 hours a day.

New Logo

C.Kirk showed the group the new artwork that had been developed from J.Poet's original drawing. The letterhead was about to go to the doctors for their final approval. Name badges would be ordered once approval had been given.

Practice Based Commissioning

V.Shelton had recently attended a CCG meeting with D.Briggs attending as patient representative. The meeting was concerned with shaping the future of Primary Health Care for the next 12 months and looking at how Practices could work together to share ideas and resources. It was agreed that D.Briggs and V.Shelton would put a short presentation together for the group at a future meeting.

Defibrillator

D.Needham enquired how many times this piece of equipment had been used since its purchase. V.Shelton to find out for next meeting.

PPI Meetings

H.Johnson enquired if any of the members present would be attending the meetings that were scheduled to be held at Arkwright and other venues in the coming weeks. D.Briggs and V.Shelton confirmed they would be attending on 27 January 2012.

Non- attendance at PPG Meetings

The group agreed that if any PPG member fails to attend or give apologies at three consecutive meetings they would be advised that they would no longer be considered as members of the PPG. C.Kirk to contact those members who are currently in this situation.

Meeting concluded 9.15pm